

Town Engineer Screening Committee DRAFT 3/31/2015

Engineer Consultant Interview Questions

1. Will the Project Manager assigned have authority to make decisions on direction, flexibility and coordination with the Town for your firm?
2. What is the average length of employment with your firm?
3. Can you tell us about your staff's current expertise, certifications and state registrations?
4. Can you describe your firm's follow up monitoring of projects – what should we expect you to do to follow up after the road is done or building is built (looking for post-project quality-of-work monitoring process from the firm).
5. What projects in the last 12 months required your appearance before one of the state's permitting agencies?
6. Can you provide some examples of how you have handled unplanned variances and failures?
7. How does your firm employ peer review?
8. Is it a common practice of your firm to share with the Town copies of engineered plans on road construction projects for the Town to place in their Road file archives?
9. Do you work closely with Town Road Agents and Town Planners, and take time to have a working relationship to ensure a comfort level and on projects to work in conjunction to maintain the necessary oversight?
10. How do you resolve conflict both in the design process where there might be public input, and in the field?
11. What Specific Consulting / Engineering disciplines can your firm provide for us and do you have licensed staff to oversee those services?

Draft Statement of Qualifications Documents Criteria

1. History of the Firm (Yrs. in existence and range of services)
2. Quality of the Team (Civil, Landscape, Architecture/Structural)
3. Qualifications of the Project Manager
4. Are the comparison projects reasonably similar to our needs
5. Firm's perception of project requirements and project approach
6. Quality and effort of the overall submission (well presented, In order, Easy to Follow)
7. Familiarity with local area and construction practices

We decided to add a rating area for the reference calls.

Draft Engineer Consultant Presentation Criteria (We did not get to this last meeting!)

1. Did they explain how they will involve the Town in the initial design concepts?
2. Did they explain the steps of design and decision-making?
3. Did those steps of design and decision-making seem logical?
4. Did they explain how they involve the local citizenry and abutters in the design and decision-making?
5. Did they demonstrate how they think and show any Creativity / Innovation
6. Did they explain their cost estimating process and how they stay on budget?
7. Did they account for permitting and any land or easement acquisitions?
8. Overall quality of presentation from a technical standpoint
9. Overall quality of presentation from a communication/citizen involvement standpoint
10. Did they keep your attention, make sense, speak plainly and convince you?